

**Rochester Schools Modernization Program
Rochester Joint Schools Construction Board
Moving Services Contract Bid Addenda**

March 23, 2015

Include this Addendum as part of the "Rochester Joint Construction School Board (RJSCB) Rochester Schools Modernization Program (RSMP) Moving Services Contract March 10, 2015" bid solicitation. This Addendum supplements portions of the original bid solicitation and any prior addenda, the content of which shall remain, except as revised herein or by subsequent addenda:

The following change applies to the "Appendix of Attachments": **REMOVE** the document attached as Addendum E "Pricing Sheets Attachments A & B". And **REPLACE** with the document with the new issued Addendum E "Pricing Sheets Attachments A & B dated March 23, 2015. Which has been attached to this Addendum.

Pre-Bid Meeting and Walk Through

I. Notes and Clarification

The following notes are being provided to serve as clarification for the three site walk-throughs, which took place on March 19, 2015 starting at 2:00 PM.

1. General Notes

- The James Monroe High School Project will be completed partially in Phase I and then finished in Phase II. Moving services associated within this bid is included in Phase 1- Rochester Schools Modernization Program. .
- There will be construction taking place at both Monroe HS and Marshall HS during this Summer 2015.
- The packing supply delivery date listed on page 3 of the *General Conditions* in the Moving Services Contract Bid is subject to change. It may be sooner pending the board's approval of the awarded bidder.
- The Mover is not in charge of providing boxes for packing efforts. Boxes are being provided by the owner located at RSMP warehouse. Boxes are to be moved under this RFP from the Owners warehouse located at 1776 N. Clinton Ave.
- New requirements have been put in place to reduce unnecessary down-time due to unapproved breaks being taken. Please refer back to page 6, section 4.11 *Contractor's Compliance Regulations* for additional information.
- All on-site moving staff must be background checked by the Rochester City School District at Central Office. There is a fee associated with this service, which must be included in the Grand Total on all bidder's *Bid Form Pricing Sheet*.
 - ✓ Staff members who have successfully completed an SED background check for past projects are not required to complete the process again. Each individual's information will remain in the system, and then if there is an incident, his or her employer is notified directly.

- ✓ Please note that background checks obtained through any entity other than that which is listed above will not be considered valid for this project.
- ✓ Cost associated for each background check is \$115.00.
- All on-site moving staff must sign in and out each day with the on-site move manager. RCSD ID badges are required when signing in.
- On the *Bid Form Pricing Sheet*, where pricing for dumpsters is listed, please provide pricing for one (1) 40 yard dumpster, and five (5) dump/returns.
- There are no 'Groupings' associated with this project. Bids must be all inclusive, or they will be considered invalid. We will only be awarding to one (1) vendor.
- Monroe FF&E will either go to RSMP warehouse 1776 N. Clinton Ave, dumpster, or Marshall HS. Additional move requests will be directed and authorized through a change order.

2. RSMP Warehouse – 1776 Clinton Avenue North

- World of Inquiry School No. 58 still has some remaining contents stored at the warehouse. They have been given until April to decide if they would like to keep any of these items.
 - ✓ Part of the RSMP Warehouse scope of work will include disposal of these items belonging to School No. 58, if they choose to leave them behind.
- The warehouse is where the used RSMP boxes are stored, as well as where new skids of boxes are held prior to being delivered to a school.
- The locked 'cage' area of the warehouse is going to be dedicated to Monroe HS furniture and contents. Therefore, the first phase of work completed in the warehouse will be emptying out any excess RSMP furniture that is not in NEW condition in order to make space. New items will be condensed and locked up into the smaller cage.
- There is not a loading dock at the warehouse. The warehouse can be accessed from the side via Rau Street, where there is an overhead door. Movers are not permitted to use the main entrance doors to bring items into the warehouse, unless otherwise discussed with the Move Manager ahead of time.

3. John Marshall High School – 180 Ridgeway Avenue

- The parking lot on Avis Street has ground level access to the elevator from the exterior of the building. Lift gate or walk boards will be needed. A key is needed for operation.
- The wood shop contains approximately 25 machines, along with additional specialized furniture that will need to be relocated to the RSMP Warehouse for long-term storage. Machine disconnects will be coordinated ahead of time by the construction manager.
- The Mover should expect to relocate supplemental metal racking from Monroe HS to Marshall HS for bookrooms and Library storage. **Please consider this an effort that will take an 8 hour shift for 4 movers.**

4. James Monroe High School

- There are two loading docks at Monroe HS. The main dock is located on Pearl Street, and provides access directly onto the freight elevator. The second dock is on the side of the building, off Averill Street, and enters into the kitchen.
 - ✓ The kitchen loading dock will only be used for the loading of kitchen items that need to be relocated.
 - ✓ **Walk-boards will be required for loading at these locations.**
 - ✓ The main entrance facing Alexander Street may be used as an alternative. There are 4 steps up to the front doors, as well as a wheelchair accessible ramp on one side.
- Two elevators are available for use at Monroe HS. One is the freight which is referenced above, and the other is a passenger elevator which requires a key for operation. Neither elevator accesses the 4th floor.
- The 4th floor is the band room, and has 4 storage rooms, and an office. All items will need to be removed from these areas and relocated to either Marshall HS, or the RSMP Warehouse according to how the instructor labels each item. The list of items to be relocated from room 400 is as follows (All quantities are approximations for planning purposes) :
 - ✓ 40 Steel Drums
 - ✓ 1 Upright Piano
 - ✓ 1 Baby Grand Piano
 - ✓ 50 Music Stands
 - ✓ 3 AV Carts
 - ✓ 50 Chairs
 - ✓ 5 Folding Tables
 - ✓ 20+ File Cabinets, Storage Cabinets, Locker Units
 - ✓ Instrument Lockers
 - ✓ Misc. Instruments
- Items to be relocated from the kitchen will include 12 pieces of refrigeration equipment. All necessary disconnects to be completed by others prior to the move.
- Built-in millwork workstations in classrooms, such as science rooms, do not need to be relocated.
- Monroe HS staff will be packing up approximately 50 boxes of summer school materials that will need to be relocated directly to the Frederick Douglas Campus, which is located at 940 Fernwood Park, Rochester, New York 14609. The first day of summer school is August 10, 2015. The exact date on which the boxes will be moved to Douglas will be provided at a later date.
- The Monroe HS library collection is 644 linear feet
- The security scanning equipment located at the main entrance of Monroe HS will need to be relocated, and placed into storage. The storage location is TBD, but will likely be the RSMP Warehouse, or the RCSD Warehouse at 835 Hudson Avenue.

5. Compliance Contacts:

- Baker Tilly is the company handling compliance for 2014. Jeff Wild, from Baker Tilly can provide bidders with a list of firms that can assist bidders with meeting compliance goals. Bidders can reach him at: 585-512-3819 or via email Jeffrey.Wild@bakertilly.com or you can also contact Brian Sanvidge at (518) 330-7816 or via email at Brian.Sanvidge@bakertilly.com. Baker Tilly offices are located at 1776 Clinton Ave.

6. Materials :

- Bubble wrap size is 5/16" bubble 12" wide by 100' long. We should have a minimum of 8 rolls.
- Ram Board should be a minimum of 38" wide.

Questions submitted electronically:

Monroe H/S

- 1) Where will the books from the library be moved to? **The library collection will be moved to Marshall High School.**
- 2) How many pieces of athletic equipment are in the gym to be moved and where will it be moved to? **Please assume 30 commercial bins, 50 unboxed items and 20 piece of gym equipment.**
- 3) What / Where is considered "designated storage areas" for athletic equipment? **Designated storage will located within Marshall High School or long term storage at RSMP warehouse.**
- 4) Access points into the school? **See above for references.**
- 5) What is the Linear Foot total for the collection itself at Monroe HS? **644 LF**
- 6) What is the final amount of Kitchen Equipment to be moved by destination location? **12 piece of equipment.**

Marshall H/S

- 1) How many square feet is the cafeteria which will require Masonite to protect? **9,000 sf**
- 2) Is Ram board acceptable substitute for Masonite in this area? **Yes**

General Question

- 1) How many delivery days are anticipated for the delivery for packing materials? **Please plan on ten (10) deliveries.**
- 2) Will packing materials (boxes) be delivered to one location per school or will they be delivered to each floor? **They will be delivered to one location.**
- 3) With respect to the Background Checks, shouldn't the cost of those be removed from Pricing Attachment B – Move Activity, and inserted in Pricing Attachment A – Unit Pricing? My reasons are as follows:

- A) That cost is currently being added into the DBE calculations in Attachment B and we have no option to have a DBE perform the checks. Therefore it is raising the dollar figure attributable to the DBE on an item that I feel doesn't qualify. **The total cost of the background checks is based on the crew size proposed by each moving company. This will need to be part of the overall base bid cost for each proposal. Each firm will be paying the same cost for each background check. It's the crew size that will result in the cost difference in the bids.**

If we were to put it in the unit prices it's as if this will be an additional service and we will pay for the costs over and above the base price for the move.

Example: Company A could be using 15 people and company B could be using 25 people. That is up to each individual firm to determine in their bid and they should include the costs for background checks in their base bid. This also protects the owner from the firm adding more people and having to pay for additional background checks later. Also, what if a person or several people fail the background check, we the Owner should not be responsible to pay for those additional costs.

- B) Additionally, a distinct pricing advantage is given to Clark Moving because of the carryover of their crews that were checked last year. His Background Check figure will be lower, causing his Grand Total amount to be lower, putting him at an unfair advantage over all the other movers. **We have not given an unfair advantage to Clark or any other firm. Who is to say that the same people are still with the company? It is equivalent to saying that Clark has an unfair advantage because they have larger trucks in their fleet and it will take them fewer trips to move all of the items, therefore they have a pricing advantage.**